

# Sully Governmental Center Community Room Application Form

\*Applications may be turned in via postal mail, fax, email, or in person.

\*Main contact person must be a Fairfax County resident and must be in attendance at the event. Noncompliance of any regulations will void this application.

(All fields are required – print clearly)

NAME OF ORGANIZATION:

TYPE OF EVENT (ie, class, meeting, study group):

\*Community room use is for business purposes only. Parties are not permissible.

CONTACT PERSON (print):

ADDRESS (street, city & zip) & PHONE (home and/or cell):

EMAIL (print):

SECOND CONTACT:

Phone & Email

DATE(S) REQUESTED:

Alternate Dates Requested (if primary date not available):

Time Requested: From \_\_\_\_\_ AM/PM to: \_\_\_\_\_ AM/PM

(Please include set up time)

Number of People Expected: \_\_\_\_\_

Equipment required (ie, screen, microphone, extension cord) \_\_\_\_\_

**Room use is not approved until confirmation is made by the Supervisor's office.**

The undersigned agrees to indemnify and hold harmless Fairfax County and its employees with respect to any claim of loss, injury, or damage because of negligence of the user or users employees or agents, including damage to County property. The undersigned shall be held liable for any and all damages to property by use and for prompt and proper settlement of claims for such damages. ***The undersigned further certifies that he or she has read and understands the rules and regulations pertaining to the use of the community room and agrees to comply with them.***

(Signature)

DATE: \_\_\_\_\_

(Printed Name)

Please Return to:

Sully District Supervisor's Office

4900 Stonecroft Boulevard

Chantilly, Virginia 20151

Phone: 703- 814- 7100; Fax: 703-814-7110; Email: sully@fairfaxcounty.gov